

PART-TIME EMPLOYMENT OPPORTUNITY



Tempe Parks & Recreation ■ 3500 S. Rural Road ■ Tempe, Arizona 85282 ■ (480) 350-5200 · TDD (480) 350-5050 ■ www.tempe.gov

ADAPTED RECREATION PROGRAM SPECIALIST Special Olympics Coordinator

<i>OPENING DATE:</i>	August 8, 2005
<i>CLOSING DATE:</i>	Applications will be accepted until the needs of the city are met. Position may close at that time and without notice.
<i>HOURLY RATE:</i>	\$15.00
<i>HOURS:</i>	20 hours per week. Must have the ability to work a flexible schedule. Typical schedule is 1-6 pm Monday, Tuesday and Thursday and 9 am - 2 pm Friday. Frequent evenings and weekends will be required.
<i>MINIMUM QUALIFICATIONS:</i>	Requires any combination of 2 years experience and education in recreation programming, 6 months working in adapted recreation or similar field, working and interacting with the general public, and operating a personal computer. Successful completion of background investigation and verification of identity and work authorization required.
<i>APPLICANT REQUIREMENT:</i>	Possession of, or ability to obtain, an appropriate, valid Arizona driver's license. Must obtain current CPR/first aid/AED certifications within 60 days if hire date.
<i>REPRESENTATIVE ESSENTIAL FUNCTIONS:</i>	<ul style="list-style-type: none">• Organizing, scheduling, implementing, and promoting programs for youth, teens and adults with disabilities including but not limited to Special Olympics sports and recreation classes.• Duplicating recreation class material in Braille.• Participating in the selection and supervision of staff, including volunteers, temporary and contract staff; working with employees to correct deficiencies; supervising and coordinating staff training.• Maintaining records and developing reports concerning ongoing programs and program effectiveness; maintaining records for registration and fees collected; maintaining and filing accident reports; maintaining mailing lists; preparing statistical reports as required.• Creating and updating documents on a personal computer.• Using moderate physical exertion in lifting and moving equipment, supplies and meeting room furniture.
<i>SELECTION CRITERIA:</i>	Applicants whose experience and training are most closely suited to the needs of the City may be selected for further tests or interviews. Criteria will be based on job-related knowledge, skills, and abilities.
<i>APPLY:</i>	Tempe Parks and Recreation, 3500 S. Rural Road, Tempe, Arizona, 85282 Monday-Friday, 8 AM-5 PM